

S E C R E T

DD/ST# 1551-65

OSA-1532-65

30 March 1965

MEMORANDUM FOR: Records Administration Officer

THROUGH : Administrative Staff, DD/S&T

REFERENCE : HN

This report is forwarded in answer to above reference as follows:

4 drawer legal size safes	101
4 drawer letter size safes	9
2 drawer legal size safes	98
IBM - 8 drawer	2
IBM - 10 drawer	2
IBM - 5 drawer	1
5 drawer cabinet	2
4 drawer cabinet	4
Supply cabinets	12
Number of people in Division	233
Documents transferred to Records Center	19 cu ft
Destroyed at Records Center	56 cu ft
Destroyed at Headquarters	15.5 cu ft
Surplus to be turned over to Supply Office	
4 drawer legal size safe	1
2 drawer legal size safes	2

OSA/RMO

S E C R E T



UNCLASSIFIED

INTERNAL  
USE ONLY

CONFIDENTIAL



SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500170022-3

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/ST# 1551-65

FROM:

RMO/OSA  
6B-40 Hqs.

EXTENSION

NO.

OSA-1532-65

DATE

30 March 1965

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DD/S&amp;T Admin Staff

17

1 cc for your retention.

2.

3.

Records Admin Officer

4/20/65  
830

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Please incorporate

FORM  
3-62610 USE PREVIOUS  
EDITIONS

SECRET



CONFIDENTIAL

INTERNAL  
USE ONLY

UNCLASSIFIED